Before You Start: A Checklist for Individual Physician and Non-Physician Practitioners using PECOS

Below is a checklist of information that will be needed to complete enrollments via Internet-based PECOS:

✓ An active National Provider Identifier (NPI)
✓ National Plan and Provider Enumeration System (NPPES) User ID and password. Internet-based PECOS can be accessed with the same User ID and password that a physician or non-physician practitioner uses for NPPES.
  o For help in establishing an NPPES User ID and password or assistance in changing an NPPES password, contact the NPI Enumerator at 1-800-465-3203 or send an e-mail to customerservice@npienumerator.com.
✓ Personal identifying information. This includes:
  o Legal name on file with the Social Security Administration
  o Date of birth
  o Social Security Number
✓ Schooling information. This includes:
  o Name of school
  o Graduation year
✓ Professional license information. This includes:
  o Medical license number
  o Original effective date
  o Renewal date
  o State where issued
✓ Certification information. This includes:
  o Certification number
  o Original effective date
  o Renewal date
  o State where issued
✓ Specialty/secondary specialty information
✓ Drug Enforcement Agency (DEA) number
✓ If applicable, information regarding any final adverse actions. A final adverse action includes:
  o a Medicare-imposed revocation of any Medicare billing privileges;
- suspension or revocation of a license to provide health care by any State licensing authority;
- revocation or suspension by an accreditation organization;
- a conviction of a Federal or State felony offense (as defined in 42 CFR 424.535(a)(3)(A)(i)) within the last ten years preceding enrollment, revalidation, or re-enrollment;
- or an exclusion or debarment from participation in a Federal or State health care program.

✓ Practice location information. This information includes:
  - Practitioner's medical practice location
  - Special Payment Information
  - Medical Record Storage Information
  - Billing Agency Information (if applicable)
  - Any Federal, State, and/or local (city/county) professional licenses, certifications and/or registrations specifically required to operate as a health care physician or non-physician practitioner.

✓ Electronic Funds Transfer documentation - mechanism by which providers and suppliers receive Medicare Part A and Part B payments directly into a designated bank account.